

19 March 1974

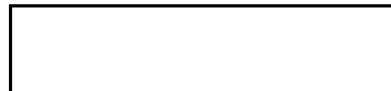
IC STAFF OPERATING INSTRUCTION NO. 11

SUBJECT: Military Officer Performance Evaluation Report
Procedures

1. The performance evaluation report (also known as an efficiency report or a fitness report) is the single most important document affecting a military officer's career. It is the key document used in selecting officers for promotion, schooling, and assignment. Accordingly, it is imperative that these reports be rendered accurately and on time in accordance with the appropriate service regulations and instructions.

2. Required reports are initiated by the Military Personnel Division, SPD, which maintains a suspense file for this purpose. When a request for a report and rating forms are received by AO/DCI, that officer will route the request directly to the Executive Officer, IC Staff who will complete the evaluation report notice form. The Notice together with appropriate rating forms will then be forwarded to the rating official. (See Annex A for evaluation report notice form.) After the last staff official completes his respective part of the performance evaluation report, it will be returned through the Executive Officer, IC Staff and the AO/DCI to the Military Personnel Division for transmission to the military service concerned. Selection of the appropriate rating officials will be made in accordance with Annex B, the IC Staff Military/Naval Officer Rating Scheme. This rating scheme was constructed after consulting officers of each service as well as appropriate service regulations. From time to time, it will be necessary to update the rating scheme to accommodate changes in senior personnel.

3. Ratings may occasionally be requested at times other than those reflected in the MPD suspense file (e.g., a special report to reflect a period of outstanding service). In those cases, the officer's immediate superior will initiate a request to the Executive Officer for the appropriate form(s) which will then be processed in the manner outlined above.



Executive Officer, ICS

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Attachments:
Annexs A and B

MILITARY OFFICER PERFORMANCE EVALUATION REPORT NOTICE

DATE _____

OFFICER: _____

Position: _____

Rater: _____

Reporting Officer
(Signer): _____

Endorser: _____

Reviewer: _____

Type Report: () Regular/Annual () Reassignment/Detachment
 () Special () Change of Rater

Date report due in DCI/Admin: _____

Date report due in MPD: _____

Return attached to Executive Officer/IC Staff when action completed.

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